



## Privacy Notice: Staff

When you work at St Thomas of Canterbury Catholic Primary School, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from individuals directly, and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as 'processing'.

Workforce data is essential for the School's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

### **The categories of school information that we process include:**

- personal information (such as name, employee or teacher number, National Insurance number)
- characteristics information (such as gender, age, ethnic group, religious or similar beliefs)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications
- performance information (such as appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records).
- other information such as pension arrangements, time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references the school receives or provides to other organisations.
- photographic and video images

This list is not exhaustive.

### **Why we collect and use workforce information**

We will process the personal data of our workforce for the following reasons:

- Where we are required by law, including:
  - To comply with the law regarding data sharing;
    - To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS; and
    - To comply with legal requirements in relation to equalities and non-discrimination.
- Where we are required by any contract with our workforce, such as employment contracts, including:
  - To make payments to our workforce, such as salary payments;
  - To deduct tax and National Insurance contributions;
  - To make a decision about recruitment; and
  - To check individuals are legally entitled to work in the UK.
- Administering employment contracts;
- Conducting performance reviews;
- Making decisions about salary and compensation;



- Liaising with pension providers;
- Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:
  - To enable the development of a comprehensive picture of the workforce and how it is deployed;
    - To inform the development of recruitment and retention policies;
    - To safeguard our pupils and other individuals;
    - To ensure safe working practices; and
    - In the interests of ensuring equal opportunities and treatment.
- To conduct research about your opinion of current services, improve our services or of potential new services that may be offered;
- Where we otherwise have the consent of the individual;
- To promote the work of the School;
- To document the work and history of the School.

The majority of processing of personal data for our workforce does not require consent, however, we will inform individuals if their consent is required and seek that consent before any processing takes place.

## **Collecting workforce information**

Workforce data is essential for the School's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

However, we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit administrators, consultants and other professionals we may engage, recruitment or vetting agencies, other members of staff, students or their parents, and publicly available resources including online sources. In addition, we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our Data Retention Schedule.

## **Who we share workforce information with**

We routinely share this information with:

- Surrey, the Local Authority (where applicable)
- The Department for Education (DfE)
- professional advisors including legal, human resources, health and safety, and communications consultants;
- Other public organisations, where necessary, which may include Police, school nurses, doctors and mental health workers and the NHS;
- External moderators (teachers with recent relevant experience) of end of key stage assessments, to meet statutory requirements from the Standards & Testing Agency (STA);
- third-party providers of information services (such as payroll, online application and human resource systems); and
- contracted providers of services (such as school photographers and catering providers).



## Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, **contact Mrs Jacqui Clay, our Data Protection Officer (DPO):**

Mrs Jacqui Clay  
DPO  
St Thomas of Canterbury Catholic Primary School  
Horseshoe Lane West  
Guildford  
GU1 2SX

Email [dpo@st-thomas.surrey.sch.uk](mailto:dpo@st-thomas.surrey.sch.uk)  
Phone 01483 888388

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the **Information Commissioner's Office at <https://ico.org.uk/concerns/>**

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jacqui Clay  
DPO  
St Thomas of Canterbury Catholic Primary School  
Horseshoe Lane West  
Guildford  
GU1 2SX

Email [dpo@st-thomas.surrey.sch.uk](mailto:dpo@st-thomas.surrey.sch.uk)  
Phone 01483 888388